

# CITY LABORER

Recruitment #1410-1013DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW - OPERATIONS
<b>Open Date</b>	10/30/2014 11:59:00 PM
<b>Filing Deadline</b>	11/21/2014 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

**ELIGIBLE LIST:** *Candidates who successfully complete all phases of the examination will be placed on an eligible list. Hiring from this eligible list will take place beginning in spring of 2015. City Laborers are subject to seasonal layoffs.*

## PURPOSE

Under supervision, City Laborers perform light to heavy manual work. Most City Laborers work for the Department of Public Works (DPW) in the following areas: Streets, Sewers, Electrical Services, Sanitation, Water, and Forestry; assignment to an area is based on the needs of the City.

## ESSENTIAL FUNCTIONS

- Perform manual labor to assist in the construction and maintenance of the City's streets and bridges, sewers, and electrical infrastructure: dig trenches and break up and dislodge rocks, concrete, asphalt, and other hard material at work sites using small and large air hammers and hand tools such as picks, sledge hammers, and wrecking bars.
- Shovel gravel, asphalt, dirt, and other material into and out of trenches, holes, wheelbarrows, and trucks using shovels and rakes; dig around sewer mains and catch basins using shovels and picks.
- Remove sod to expose underground conduit and cable boxes; push and pull cable through underground conduit.
- Use power tampers, plate compactors, and vibratory rollers to level/compact soil or other material such as asphalt and gravel; use hand tampers to level sod.
- Use manhole hooks to lift and carry manhole covers weighing from 50 to 150 pounds; assist in placing precast manholes and catch basins.
- Climb into and out of sewer holes to perform sewer cleaning and repair.
- Mix mortar or cement by hand.
- Carry buckets weighing up to 50 pounds, and pull and drag hoses.
- Blow debris out of cracks and potholes using air compressors.
- Operate concrete cutting saws, pumps, and concrete mixers; manipulate concrete chutes to pour concrete.
- Distribute patching material into potholes and cracks.
- Flatten asphalt using power rollers.
- Perform general bridge maintenance, including cleaning drains on bridges and viaducts; install metal guard rails.
- Clean coagulation basins, filter beds, and tanks.
- Clean construction sites of materials, equipment, and debris.
- Place traffic control devices, such as cones, barricades, trench plates, and excavation protection for work crew and public safety.
- Load and unload trucks; sort, move, and stack materials.
- Perform manual labor and other tasks in response to various emergencies.
- Perform custodial work at various work sites, including sweeping and cleaning.
- Drive City vehicles between work sites; operate forklift trucks and skid loaders.
- Assist Sanitation workers by collecting solid waste, recyclables, furniture, brush, and appliances, and loading them onto a garbage truck; operate the hydraulic controls of the garbage truck.

- Perform light maintenance at various work sites such as water treatment plants: for example, replace light fixtures and make minor repairs.
- Serve as a water utility investigator helper: inspect water hydrants by making visual checks, and flush water hydrants.
- Serve as a mason helper, an electrician helper, a carpenter helper, or a painter helper as needed.
- Perform general clean-up of boulevards and green areas by operating power push and riding mowers, string trimmers, and leaf blowers, as well as by operating various hand tools.
- Remove brush, grass, and weeds; remove sod to build new flower beds.
- Plant trees, grass, shrubs, and flowers; lay sod; maintain planting beds by weeding and mulching.
- Participate in the City's snow and ice removal program: drive trucks and operate snow blowers to remove snow and ice from streets; remove snow using shovels; and spread sand or salt on icy streets and sidewalks.
- Follow City and departmental work rules and safety instructions.
- Perform all work safely, in accordance with departmental policies, municipal and state laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Attend departmental meetings and training programs, such as safety and policy briefings.
- Complete required paperwork such as work logs and timecards.
- Use basic mathematics to calculate amounts of materials needed for various tasks and mix proper proportions of materials.
- Interact with citizens in a polite manner.

### **CONDITIONS OF EMPLOYMENT**

City Laborers must be willing to do the following:

1. Work outdoors in variable and extreme weather conditions (e.g., heat, cold, rain, wind, and snow).
2. Tolerate poor environmental conditions indoors and out (e.g., noise, vibration, dirt, pollen, and sewer gases).
3. Work in confined space settings (training provided).
4. Work beyond assigned shifts to respond to various emergencies. Snow and ice operations and other emergencies may require City Laborers to work at any time during the day or night, 24/7.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. At least 18 years of age at time of application.
2. \*Valid Commercial Driver License (CDL) (Class B or higher) without Air Brakes restriction, or CDL Instructional Permit (Class B or higher) without Air Brakes restriction, **at time of appointment and throughout employment.**
3. Good driving record. Driving records will be checked prior to job offer.

**\*NOTE:** A Commercial Driver License (CDL) may be obtained by passing the General Knowledge and Air Brakes portions of the Commercial Driver License test given by the Wisconsin Department of Motor Vehicles. For more information, visit <http://www.dot.wisconsin.gov/drivers/drivers/apply/types/cdl.htm>.

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Ability to read and understand documents, such as work rules, policies, and operating manuals.
- Ability to understand and follow oral and written instructions.
- Ability to hear directions given in a noisy, distracting environment.
- Ability to see clearly both near and far.
- Ability to accurately complete paperwork, for example work logs and time cards.

- Ability to read and interpret street maps.
- Ability to perform basic mathematical calculations accurately.
- Ability and strength to properly lift and move objects weighing up to 50 pounds alone or up to 100 pounds with assistance.
- Stamina to perform strenuous physical work continuously for long periods of time.
- Ability to climb ladders and scaffolding; to stoop, kneel, crouch, and crawl; and to push and pull objects.
- Ability to learn about the materials, methods, and tools used in the construction and repair of structures, including streets, bridges, and sewers.
- Ability to safely use various hand tools, such as sledge hammers, picks, wrecking bars, and hand tampers.
- Ability to properly and safely use power tools, such as air compressors, small and large air hammers, concrete cutting saws, and leaf blowers.
- Ability to properly and safely operate motorized and pneumatic equipment, such as pumps, concrete mixers, power tampers, plate compactors, and vibratory rollers.
- Skill in raking, luting, and shoveling gravel, asphalt, dirt, and other construction materials.
- Skill in safely maneuvering a wheelbarrow filled with dirt, concrete, or asphalt.
- Ability to drive a car and to learn to drive trucks and heavy equipment, such as forklift trucks, skid loaders, and snow plows.
- Ability to safely shovel snow and operate snow blowers.
- Ability to perform general maintenance of green areas and boulevards and safely operate power push and riding mowers.
- Ability to make minor repairs under supervision.
- Ability to perform basic maintenance tasks like replacing light fixtures.
- Ability to use brooms, mops, commercial vacuum cleaners, and floor polishers.
- Ability to exercise care and good judgment regarding safety at all times, abiding by safety-related policies, laws, and Occupational Safety & Health Administration (OSHA) regulations.
- Ability to monitor the work site vicinity, including pedestrian and vehicle traffic, to ensure the safety of the work crew and the general public.
- Ability to work effectively as a team member and interact with the public courteously.

#### **CURRENT SALARY**

The current pay rate (PG 8DN) for City of Milwaukee residents is \$15.10 per hour, and the non-resident pay rate is \$14.73 per hour.

***NOTE:** City Laborers are eligible for health insurance through the City of Milwaukee at the "limited benefit employee" (LBE) rate. City Laborers are not eligible for dental benefits, life insurance, or long-term disability insurance until they have completed 2080 hours of work (approximately 2½ seasons of work).*

#### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related; and selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **November 21, 2014**. Receipt of applications may be discontinued at any time after the stated deadline without prior notice, however, recruitment may continue until the needs of the City have been met.

Qualified applicants will be notified of the date, time, and location of the written examination. Candidates who pass the written test will be invited to the performance test. The Department of Employee Relations reserves the right to call only the most qualified candidates to the performance examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.